



PILAR VIVAS RESUMEN.docx





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# MARIA DEL PILAR VIVAS VARGAS

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## PROFILE:

I am a kind, patient and communicative person. I have very good interpersonal relationships and I learn quickly. As a professional, I am always at the forefront of trends in my field and attach great importance to innovation and detail. I have experience in multiple areas of my work environment; I am looking to join a company to which I can add value by helping to meet projected business goals.

## PROFESSIONAL PROFILE:

**Occupational Health Coordinator:** Carry out the coordination and budget of the Occupational Health and Safety process. Structure and schedule health prevention activities (preventive and occupational medicine).

**Administrative Assistant:** Receive patients, bill medical appointments.

**Point of sale administrator:** Plans and organizes the commercial activities of each point of sale.

**Supervisor:** Control the logistics operation: verify that the processes are executed according to the regulations of the required standards. Experience in managing staff of up to 30 people.

**Picking:** order preparation process, where products are selected and collected from different locations in the warehouse.

**Packing:** packaging process, product packaging and creation of the UPS and Fedex label

**Receiving:** Verify the receipt of the merchandise in optimal conditions.

### EDUCATION:

**University Education:** Santiago de Cali University.

### **Industrial Engineering (9 semesters)**

**Courses:** Customer Care and Service - Marketing plan - complementary virtual marketing: conceptualization, mythology and applicability- development of new business strategies. (Virtual Sena).

### WORK EXPERIENCE:

#### **ZT SYSTEMS (2022-2023)**

Put away Coordinator

**Features:** Safely unload incoming shipments and move product to storage locations. Efficiently stack and store merchandise in the proper areas. Quality – Ensure inbound and outbound shipments are accurate and undamaged. Report quality variations.

#### **FASHION EXPRESS (2018-2021)**

**FASHION EXPRESS (2010-2021)**  
Picking, Packing, Receiving

**FAMILY COMPENSATION FUND. COMFANDI (2007-2015)**

Position: Occupational Health Coordinator - IPS Clerk.  
Functions: Marketing applied to safety and health at work.

Develop programs focused on the needs of workers and employers, seeking the comfort, satisfaction and above all the understanding of workers.

**WORK REFERENCES**

**Isleydi Solano**

Position: inventory supervisor  
Company: ZT Systems  
Mobile: [929-6247259](tel:929-6247259)

**Jessica Serrano**

Position: Packing Supervisor  
Company: Fashion express  
Mobile: [201-6407525](tel:201-6407525)

**Danilson Medrano**

Position: Manager Receiving  
Company: Fashion express  
Mobile: [551-6970140](tel:551-6970140)

**PERSONAL REFERENCES:**

**Iván Aponte Rivera**

Position: Truck Driver  
Company: US Foods  
Telephone: [201-2829678](tel:201-2829678)

**Diana Vivas**

Position: Paralegal  
Company: Eduardo Bolanos  
Telephone: [201-9669883](tel:201-9669883)

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**Maria del Pilar Vivas Vargas**

## Planeta del mar vivas vergas